



SCHOOL ADMINISTRATOR, ASSISTANT

Characteristics of Work

This is highly responsible, advanced administrative work consisting of planning, implementing and supervising programs in a State institution and/or educational program. The work also includes the responsibility for analyzing administrative problems and seeking their resolution. Incumbents must exercise a high degree of independent judgement in appraising situations and making decisions. Work is performed under the general direction of the School Administrator.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates programs implemented within the administration.

Develops, evaluates, and recommends to the School Administrator new institutional programs.
Assists in resolving discipline problems.

Maintains inventory records and monthly reports on state property at the institutions.

Prepares and implements the fiscal budget for the school or institution.

Assists the School Administrator in preparing the professional development plan to ensure compliance with the Mississippi Department of Education accreditation standards.

Assists the School Administrator in completing all appropriate documents for maintaining approved status.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Assists the School Administrator in directing and supervising the overall daily operations of the Educational Department.
2. Assists the School Administrator in attending to the administrative functions of the Educational Department.
3. Assists the School Administrator in preparing and completing all paperwork requirements for the Mississippi Department of Education for continued approved status.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Class AA Administrator's Certificate issued by the Mississippi Department of Education;

AND

Experience:

Four (4) years of experience in school administration and/or as a certified teacher.

Required Documentation:

Applicant must attach a copy of his/her Class AA Certificate issued by the Mississippi Department of Education.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.